

**The Kentucky Board of Licensure for**  
**Marriage and Family Therapists**  
**September 25, 2014**  
**Minutes**

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on September 25, 2014.

**Board Members Present:**

Ms. Jane Prouty, Chair  
Mr. Brien Hill  
Ms. Mary Ellen Yates  
Ms. Mary Badami  
Ms. Carolyn Miller-Cooper  
Ms. Marie Ruf  
Ms. Karen Westbrooks

**Occupations and Professions:**

Marcia Egbert, Board Administrator

**Office of the Attorney General:**

Angela Evans, Board Attorney

**Visitor:**

Dave Clapper

**Board Members Absent**

None

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The September 25, 2014 meeting was called to order by Board Chair Jane Prouty at 12:30 p.m.

The Board reviewed minutes from the August 28, 2014 Board meeting. Following review and discussion, Marie Ruf made a motion to accept the minutes with revisions. Karen Westbrook seconded the motion. The motion carried unanimously.

The Board reviewed the FY14 Monthly Financial Reports for July 1, 2013 through August 31, 2014. No further action taken.

**O&P Report**

Ms. Egbert gave an overview of the progress of the new database. There are still issues and concerns with the new database that need to be addressed. Following discussion, the Board asked Ms. Egbert to have someone from COT come to the next Board meeting to do a presentation and explain to the Board the new renewal/database system.

Ms. Egbert informed the Board that she would be retiring at the end of April.

The online verification system was brought up again. The verification can be printed but does not include the date of the verification request and remains unprofessional looking with no mention of the Office of Occupations and Professions or that the Board is

located in Kentucky and has no logo to make it more official. Ms. Egbert will talk with the IT people to see if she can get an estimated date that the verification would be updated.

The Board discussed the Statutes and Regulations Links versus the law booklets. Mr. Slone would like to urge the Boards to consider doing away with these booklets in favor of links to the Legislative Review Commission websites. Following discussion of the request, the Board would like for Mr. Slone to come to the next Board meeting to discuss further. Ms. Egbert will contact Mr. Slone.

### **Attorney Report**

Ms. Evans reported that 201 KAR 32:035 in regard to Supervision of Marriage and Family Therapy Associates with an effective date of January 1, 2016 is now in Sub Committee. ARRS will meet October 14, 2014 at 1:00 p.m. Ms. Ruf stated that she will plan to attend with Ms. Evans.

Ms. Evans is still working on 201 KAR 32:025 and 201 KAR 32:060 in regard to Continuing Education and will present it at the next Board meeting.

Ms. Evans reported that she had talked with LPCC on the Suicide Prevention Training. They plan to incorporate it into their regulations. Ms. Egbert will contact the LPCC Board Administrator and ask her to notify us when the LPCC creates a written policy or regulation to meet the Suicide Prevention requirements.

### **Old Business**

Responses to all correspondence completed following the last Board meeting held on August 28, 2014 are indicated by name and "Response Sent." A copy of the response was included in the Board Member packet. All items that were completed that required no further action following the last meeting have been deleted.

- a. Retention Schedule – License Renewals - 6 years instead of 50 - Dismiss
- b. Laura Kintner – Response Sent
- c. Diann B. Klug – Response Sent
- d. Megan Moss Salathe – Response Sent
- e. Jack Cox – Response Sent
- f. Sharon Arflin – Response Sent
- g. Eva Atkinson – Response Sent
- h. Sandy Borelli – Response Sent
- i. Question in regard to the listing of disciplinary actions on website – Additional discussion occurred on this question. During the discussion it was determined that there should be a policy which states that both the Settlement Agreement and Final Order be posted on the website. To clarify, Mary Badami made a motion that all disciplinary action taken by the Board that results in a Settlement Agreement or Final Order shall be published on the website. The motion was seconded by Carolyn Miller-Cooper and was passed unanimously. This does not include "admonishment letters" which will not be placed on the website or made public.

## **New Business**

The Board discussed the AMFTRB and CLEAR Conferences that were attended by 5 board members. Attendees shared impressions about the conferences. One topic that was discussed was that the exam company will change after the Oct window closes for testing. This means there will be considerable related changes which are yet to be explained by AMFTRB. Jane Prouty will pursue with Janet Cox, Fiscal Department, the procedure to acquire the membership to CLEAR. Jane Prouty observed that many regulatory boards from other states use committees and task forces to assist the board in its work. She asked for the Board's input on the concept of using such adjunct groups to explore a specific issue or topic; the work group would be headed up by a Board member and licensees appointed by the Board Chair. Several examples could be regulatory changes, e-therapy and Social Media. Such task forces would not make policy and would only make suggestions and would be time-limited. They would submit a summary to the Board for review and/or action by the Board. Discussion followed. Marie Ruf made a motion to further explore the concept of task forces. Carolyn Miller-Cooper seconded the motions and it was passed unanimously. Ms. Prouty asked that each Board member come up with 3-5 specific guidelines to discuss at the next meeting. Also, Karen Westbrook made a motion that the Kentucky Board pay for a Board membership in CLEAR. Mary Ellen Yates seconded the motion. The motion passed unanimously.

The final corrections to the forms were reviewed and discussed. All forms have been revised with the exception of the CEU Approval Form. Angela Evans will forward Marcia Egbert that form with the changes and Ms. Egbert will update the form for review and approval at the next Board meeting. Marie Ruf made a motion to approve the remaining forms that have been revised and reviewed by the Board for submission to LRC for approval. Those forms include the Licensure Application and Renewal Application and the Associate Application with the Plan for Supervision and Renewal Application. Mary Badami seconded the motion and it was approved unanimously.

Follow-up to the work session was discussed. There were several items that the Board felt should be made into board policies. Our working definition for "policy:" broad standards as to how the board is going to operate. Policies can be changed by board vote but will be recorded and shared with new board members as they join the board. The following policy guidelines resulted from the work session held earlier.

Carolyn Miller-Cooper made a motion to accept the following guidelines for application reviews that result in any decision other than "Approval, namely: Approve Provisionally; Defer; and (Preliminarily) Deny. Seconded by Mary Ellen Yates and approved unanimously by the Board.

### **Policy 1.**

#### **Decision to Approve Provisionally:**

- No interpretation required by reviewer regarding what is missing.

- Application contains a technical omission and will be corrected by applicant by next board meeting, i.e.: signature or date is missing.
- Will be approved as of 1<sup>st</sup> review date once correction is received by board.

Decision to Defer:

- Application lacks information essential to making determination, i.e. hours listed are miscalculated or undecipherable.
- Status will be determined at the next Board meeting and only when corrected information is submitted.
- Applicant's response/correction must be received by Board no later than 2 weeks from the date of the original notification.

Decision to Preliminarily Deny:

- Application does not meet requirements of the application process.
- Letter to advise applicant must say exactly why the license was denied.
- Cease and Desist must be issued with appeal process available and outlined in the letter to applicant.

Second Reviews on all applications shall be conducted with the first signatory of first review conducting the second review. The second person to review the application during the second review will be "new eyes." If the first signatory is absent for the second review, the second signatory of the first review will be the first reviewer for the second review!

Karen Westbrook made a motion to create a new policy regarding an Associate who anticipates a lapse in supervision stating that the individual should terminate their permit and then reapply when ready to do so. Motion seconded by Mary Ellen Yates. Discussion followed. Mary Ellen Yates made a motion to amend the policy to include, "If an Associate anticipates a lapse in supervision and does not notify the board, the Associate will get a Cease and Desist letter at time of renewal if hours are 39 or less with the ability to appeal and have a hearing." The motion was seconded by Brien Hill. Amended motion passed unanimously.

## **Policy 2.**

If an Associate anticipates a lapse in supervision, the individual should notify the Board of the desire to terminate their permit and then reapply when ready to do so. If an Associate has a lapse in supervision and does not notify the Board, the Associate will get a Cease and Desist letter at time of renewal if hours are 39 or less with the ability to appeal and have a hearing.

Mary Badami made a motion for a new policy that states, "As of 1-1-2016, the Kentucky Board will no longer accept CEU's approved by licensing boards other than our own." Carolyn Miller-Cooper seconded the motion. Discussion followed. Mary Badami made a motion to amend the previous motion by adding the word "automatically" before the word accept. Carolyn Miller-Cooper seconded the motion. Motion passed unanimously.

### Policy 3.

As of 1-1-2016, the Kentucky Board will no longer automatically accept CEU's approved by other licensing boards other than our own.

Mary Ellen Yates will continue to collect information from other states regarding reciprocity.

Carolyn Miller-Cooper made a motion for a new policy that persons seeking to become eligible in Kentucky to take the exam must have Associate status in Kentucky. If they do not, they must get approval to take the exam from the state where they obtained Associate status. Marie Ruf seconded the motion and it passed unanimously.

### Policy 4.

Persons seeking to become eligible in Kentucky to take the exam must have Associate status here. If they do not, they must get approval to take the exam from the state where they obtained Associate status.

Discussion was made in regard to changing the meeting date in October. Chair Jane Prouty will not be able to be here. After discussion to find a new date that everyone could attend was unsuccessful it was decided that the meeting will remain on October 23, 2014.

A request for inactive status from William D. Jones was presented to the Board. After discussion, Mary Ellen Yates made a motion to approve inactive status for Mr. Jones. Carolyn Miller-Cooper seconded the motion. The motion passed unanimously.

A phone call from Damon Cobble requesting information on an Associate's Scope of Practice in reporting an incident he was informed about in regard to one of his clients. It was determined that he would need to contact his supervisor or legal counsel for advice on this matter.

### **Status Report as of 9/23/2014**

- Active Licensees for Marriage and Family Therapist.....544
- Active Permits for Marriage and Family Therapy Associates.....145
- Total Active Licensees and Permits.....689
- Total Inactive Licenses.....6

### **Exam Results tested 8/11/2014-9/6/2014**

- Exams taken.....10
- Exams passed.....5
- Exams failed.....5
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### **Complaints/Other Legal Matters**

Mary Badami made the following report on behalf of the Complaint Committee.

- 2014-003 – Pending
- 2014-005 – Pending
- 2014-007 – Pending

### **Application Review**

- Mary Ellen Yates made a motion to approve all applications, renewals, audits, inactive status requests and Provider Applications as reviewed by the Committee. Mary Badami seconded the motion and it was approved unanimously.
- Marie Ruf made a motion to approve all ratifications of applications, renewals, audits and Provider Applications reviewed by the Committee prior to this meeting. Carolyn Miller-Cooper seconded the motion and it was approved unanimously.

### **Associates:**

The following applications for Marriage and Family Therapy Associates were approved: *James Harkness II, Jeffrey L. Reed, Bryan R. Wisdom*

The following Plans of Supervisions for Marriage and Family Therapy Associates were approved: *Paul E. Gee, Rachel C. Heyne, Valerie L. Lawson, Amy Beth K. Lockwood, Sheree Malone, Joyce D. Sherdin*

The following Plan of Supervision for a Marriage and Family Therapy Associate was approved with provisions: *Sandra F. Malone*

The following Renewals for Marriage and Family Therapy Associates were approved: *Michelle Brimm, Sharon Bryant, Valerie G. Day, Julia Dodson, Arpita Eusebius, Melanie Ferguson, Samantha Griffiths, Katherine A. Jones, Joel Klepac, Camilla Smith, Mallory Thompson, Jesse Vice, Katherine Washington*

The following Renewal for Marriage and Family Therapist Associate was deferred: *Melissa Earnest, Rachel Gilbert, Jillian Paige Hord*

The following Renewal for Marriage and Family Therapist Associate was denied: *None*

### **LMFT:**

The following application for Marriage and Family Therapist was approved effective 8/28/2014: *Michelle Mayfield*

The following application for Marriage and Family Therapist was approved: *Amanda Norman*

The following applications for Marriage and Family Therapists were deferred: *Michelle Renee' Brimm, Paula Welch Strange*

The following application for Marriage and Family Therapist was denied: *Grace L. Van Melle*

The following Renewal Audits for Marriage and Family Therapists were approved: *Eli Karam, Jessica Page, John P. Reed*

The following Renewal Audit for Marriage and Family Therapist was deferred: *Joseph G. D'Ambrosio*

Ratification of Online Renewals from 7/25/2014 thru 9/24/2014 for Marriage and Family Therapist were approved: (See attached list.)

Continuing Education Applications were reviewed. They will be posted on the website as soon as possible at <http://mft.ky.gov> under Resources/Continuing Education.

The next meeting of the Marriage and Family Therapy Board has been scheduled for October 23, 2014 beginning 12:30 p.m. at 911 Leawood Drive, Frankfort, KY 40601. Committees will meet at 8:30 a.m.

Marie Ruf made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on September 25, 2014. Karen Westbrook seconded the motion. The motion passed unanimously.

Mary Badami made a motion to adjourn. Carolyn Miller-Cooper seconded the motion. The motion carried unanimously and Chair Jane Prouty adjourned the meeting at 3:45 p.m.

Respectively Submitted:

Marcia Egbert, Board Administrator

## Ratifications for 7/24/2014 thru 9/24/2014

|                 |           |
|-----------------|-----------|
| Areaux          | Valerie   |
| Bayles Bartley  | Megan     |
| Bell            | Candace   |
| Bertram         | Dale      |
| Bess            | Karen     |
| Boone Griffey   | Julia     |
| Bridges Hill    | Glenda    |
| Brown           | Katie     |
| Bruno Driggs    | Amanda    |
| Cole            | George    |
| Dever Deaton    | Michelle  |
| Dobbs           | Ronald    |
| Dugger          | Kristina  |
| Erlebachova     | Lucie     |
| Frey            | Laura     |
| Friestrom       | Lori      |
| Grey Smith      | Susan     |
| Hankinson       | Kristal   |
| Head            | Stephanie |
| Hendricks       | Pamela    |
| Hinton Bond     | Carla     |
| Hockman         | Aimee     |
| Holeman         | Virginia  |
| Homb            | Nancy     |
| Johnston        | Joshua    |
| Jones           | Milfred   |
| Knight          | Leonard   |
| Krome           | Laura     |
| Lewis           | Mickey    |
| McAdams         | Marian    |
| McClish         | Melanie   |
| Mills           | Lillian   |
| Mueller         | Mary      |
| Ninette Manning | Mary      |
| Page-Maier      | Jennifer  |
| Parker          | Trent     |
| Pearman         | Melissa   |
| Phillips        | Pauline   |
| Pillar Adams    | Judith    |
| Rhoads          | Sally     |
| Roberts         | Tracy     |
| Schiller        | Jennifer  |
| Sheets-Mobley   | Karen     |
| Sherlock        | Kelly     |



|                  |         |
|------------------|---------|
| Siner Darling    | Sara    |
| Smith            | David   |
| Smith            | Brandon |
| Smith-Puckett    | Peggy   |
| Sutton-Williams  | Lisah   |
| Tan-Gatue        | Jill    |
| Thompson         | Micah   |
| Turci            | Leslie  |
| Twyman           | Jeffrey |
| Watanabe Rodgers | Miki    |
| Werner-Wilson    | Tracey  |
| Williams         | Andrew  |